BIWEEKLY TIME TRAQ -USER'S MANUAL

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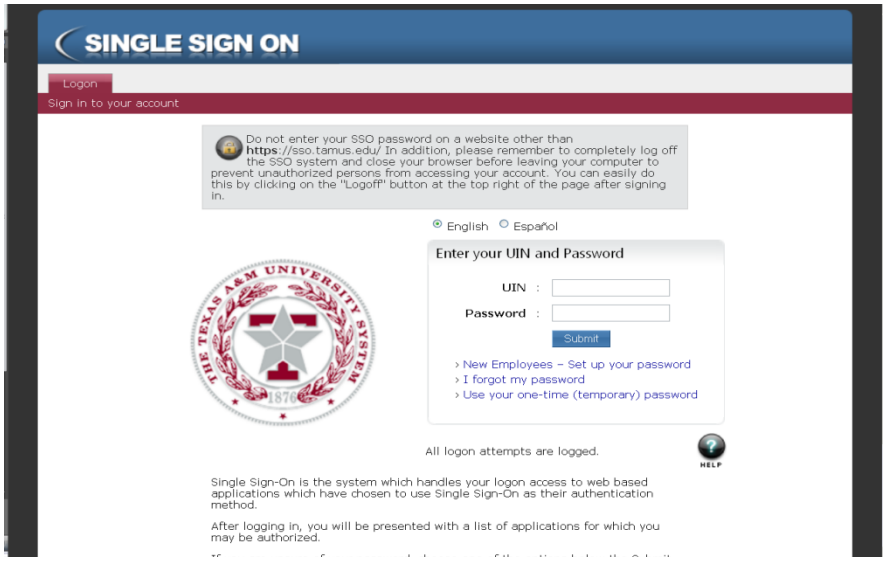
Time Traq role setups (Biweekly)

Time Traq Log on

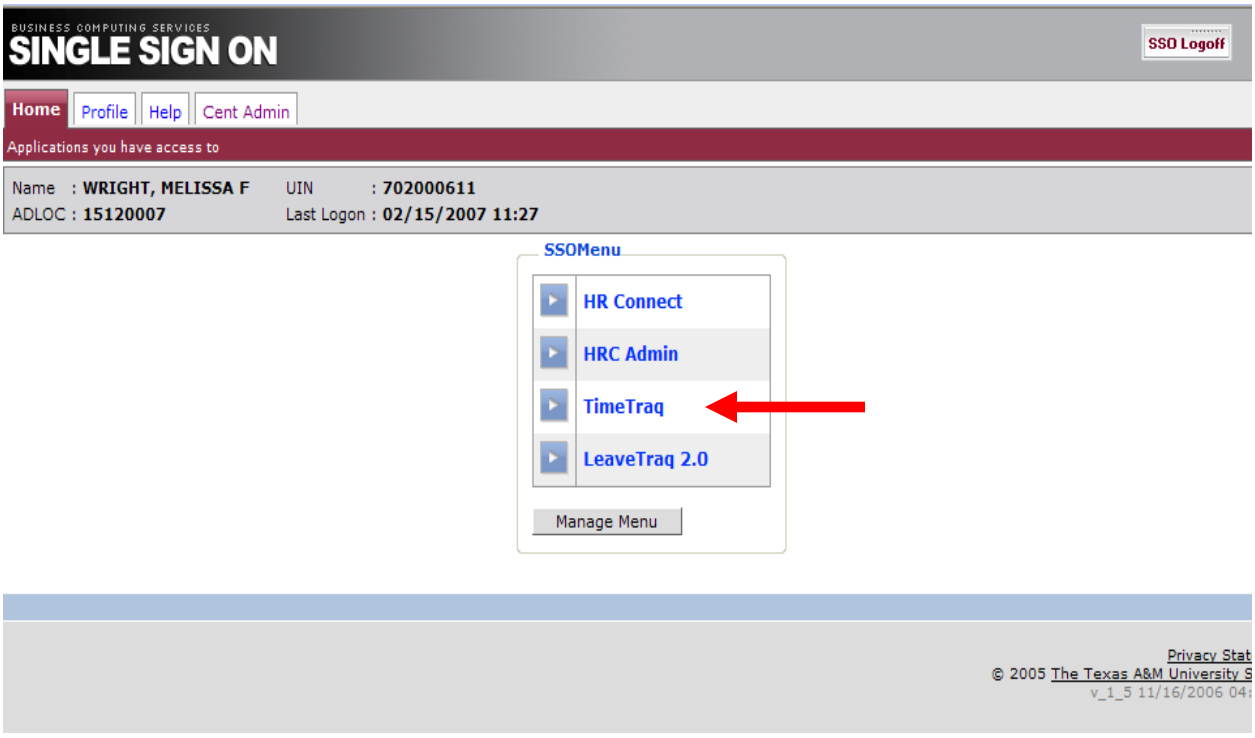
To access Time Traq follow the steps below:

1. Go to Single Sign On (SSO)/HRConnect: https://sso.tamus.edu

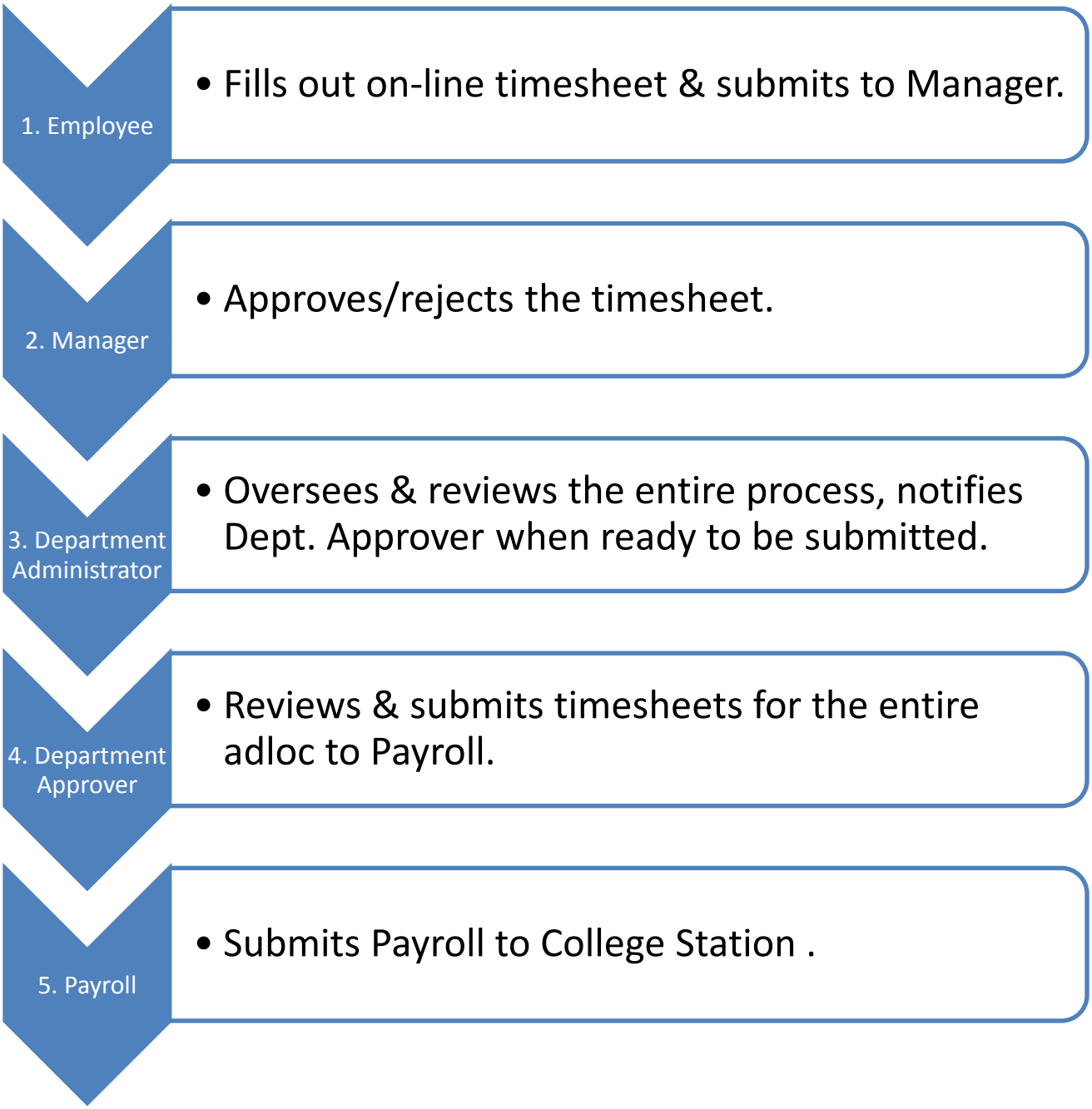

SINGLE SIGN ON
Logon
Sign in to your account
Do not enter your SSO password on a website other than https://sso.tamus.edu/ In addition, please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the "Logoff" button at the top right of the page after signing in.
English
Español
Enter your UIN and Password
UIN :
Password :
Submit
› New Employees – Set up your password
› I forgot my password
› Use your one-time (temporary) password
All logon attempts are logged.
HELP
Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method.
After logging in, you will be presented with a list of applications for which you may be authorized.

Note: If you are a first time user and you don't know your UIN or password, please contact: Rachel Flores ext. 5792

2. Click on Time Traq button.



Payroll Process Overview


1. Employee
• Fills out on-line timesheet & submits to Manager.
2. Manager
• Approves/rejects the timesheet.
3. Department Administrator
• Oversees & reviews the entire process, notifies Dept. Approver when ready to be submitted.
4. Department Approver
• Reviews & submits timesheets for the entire adloc to Payroll.
5. Payroll
• Submits Payroll to College Station .

The Employee Role

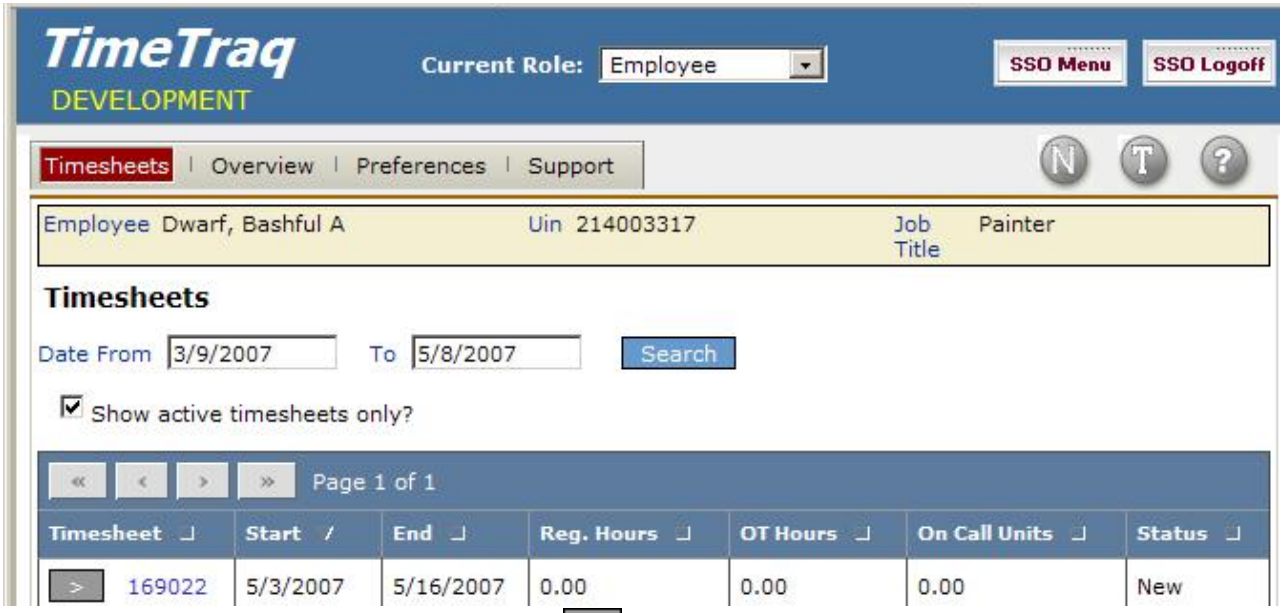
Responsibilities:

From the employee's perspective, Time Traq is a simple application. The employee's responsibilities are to enter hours worked and submit to their manager for approval.

1.1 Entering Time

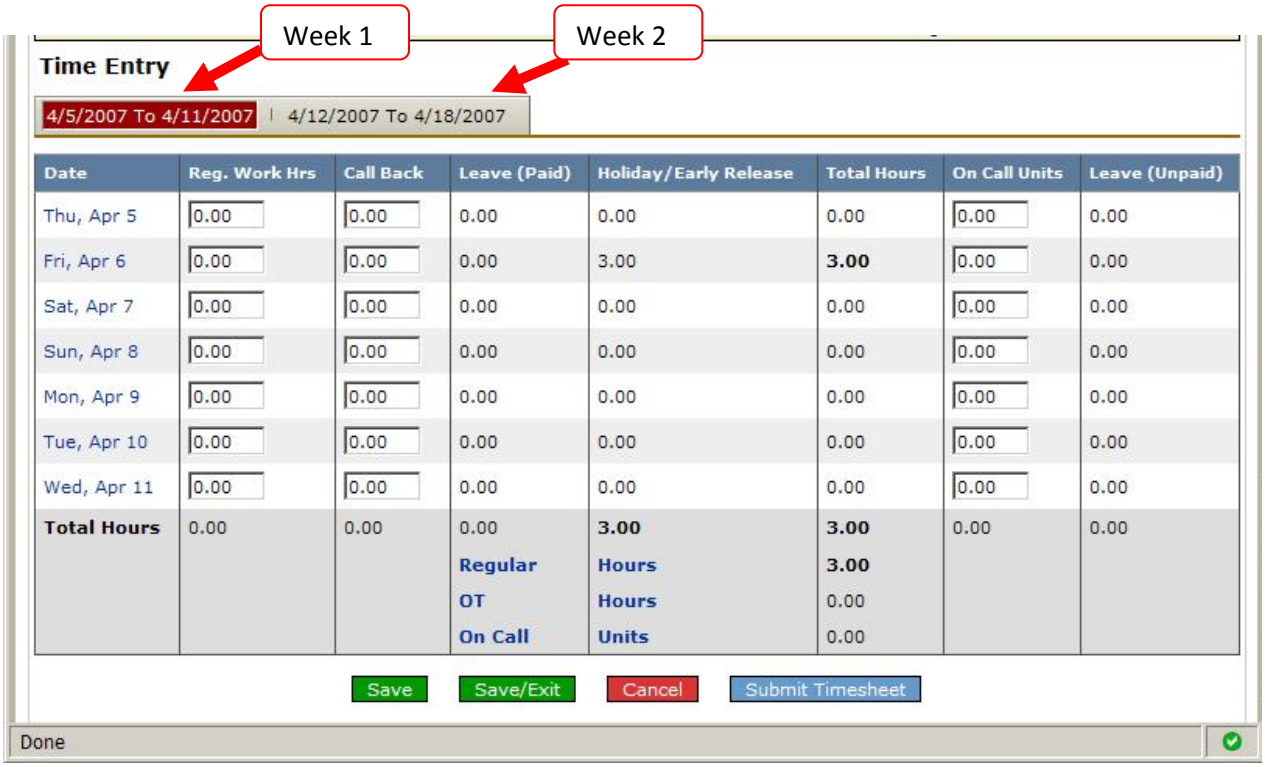
1. Log in to SSO (http://sso.tamus.edu) and select the Time Traq link.

2. As an employee, the first screen you'll see in Time Traq is the Employee Timesheets screen. A sample of this screen is shown below.



3. To open your timesheet click on the > button / time sheet number.

4. Enter your time for each week and make sure to save after each week.

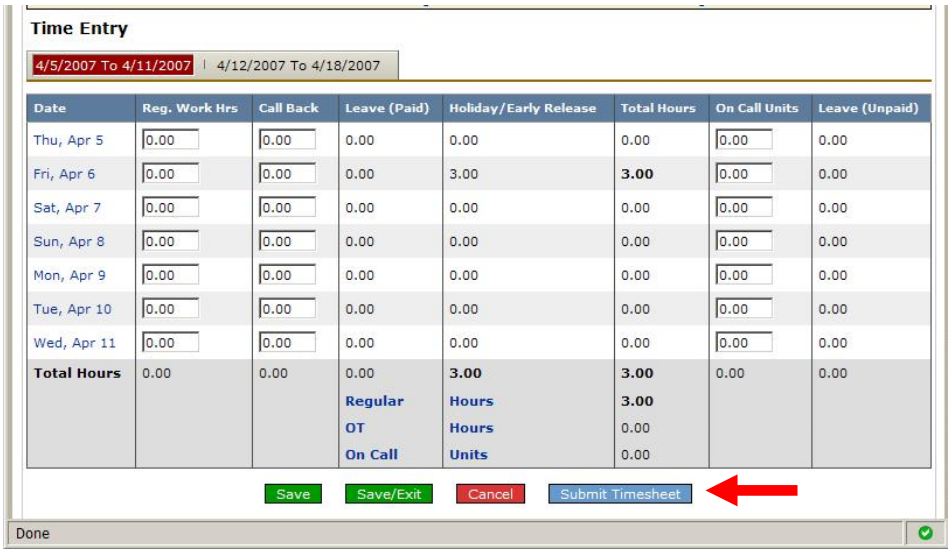


Other Actions:

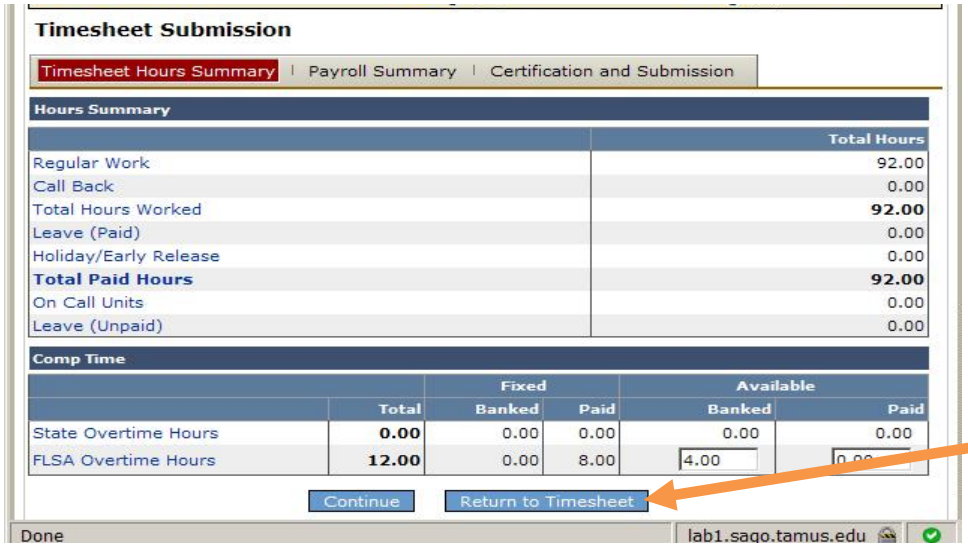
- To save the timesheet and return to the Employee Timesheets screen, click the Save/Exit button.
- To close the timesheet and discard any changes that have been made, click the Cancel button.
- To submit a completed Timesheet, click the Submit Timesheet button.

1.2 Submitting Timesheet

1. Click "Submit Timesheet".

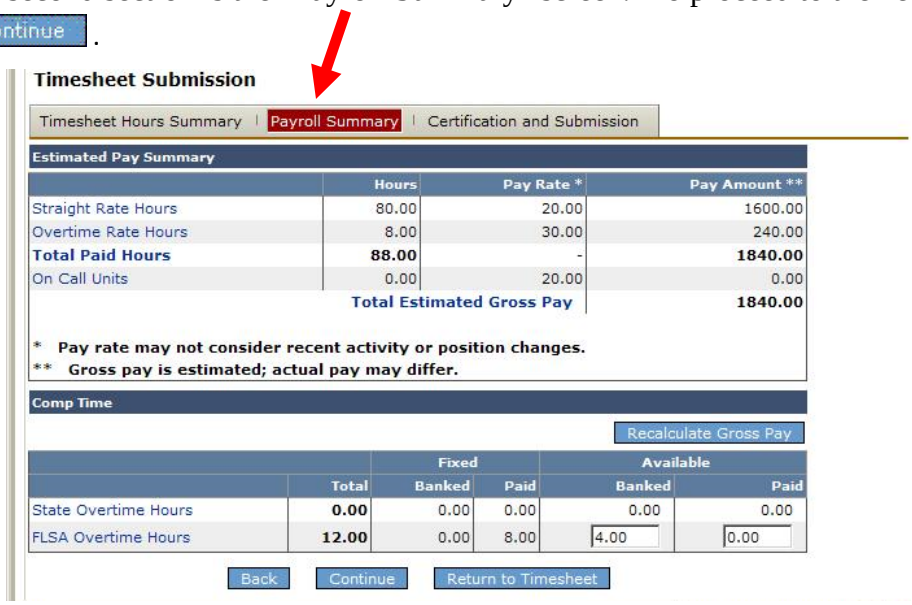


2. In TimeTraq, you have to confirm the submission of a timesheet using the Timesheet submission screen, as shown below. To proceed to the next view, click Continue

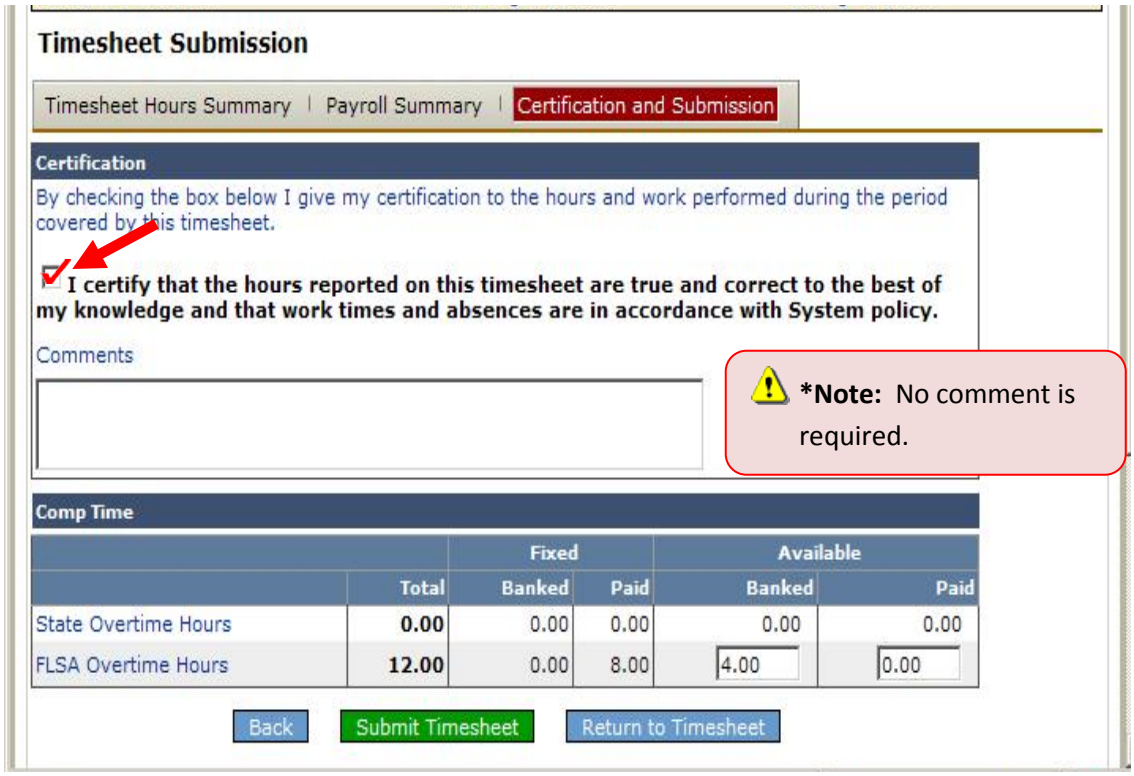


Tip: If you need to edit your timesheet click on "Return to Timesheet".

3. The second section is the "Payroll Summary" screen. To proceed to the next view, click Continue .



4. The third and final section is the "Certification and Submission" screen. Check-off the box that says that you verify that the hours reported are true and correct.


Timesheet Submission
Timesheet Hours Summary | Payroll Summary | Certification and Submission
Certification
By checking the box below I give my certification to the hours and work performed during the period covered by this timesheet.
I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.
Comments
*Note: No comment is required.
Comp Time
Fixed
Available
Total
Banked
Paid
Banked
Paid
State Overtime Hours 0.00 0.00 0.00 0.00 0.00
FLSA Overtime Hours 12.00 0.00 8.00 4.00 0.00
Back
Submit Timesheet
Return to Timesheet

5. Click on Submit Timesheet button to complete the submission process.

The Manager

Responsibilities:

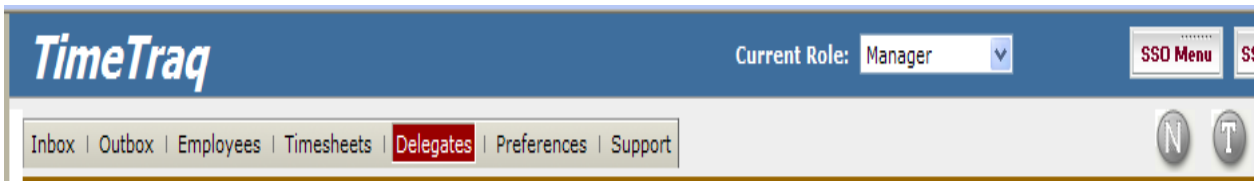
In Time Traq, the manager's primary responsibilities are to: (1) ensure that their employees submit true & accurate timesheets in a timely manner; and (2) to approve submitted timesheets as quickly as possible.

2.1 Setting up delegates (a must)

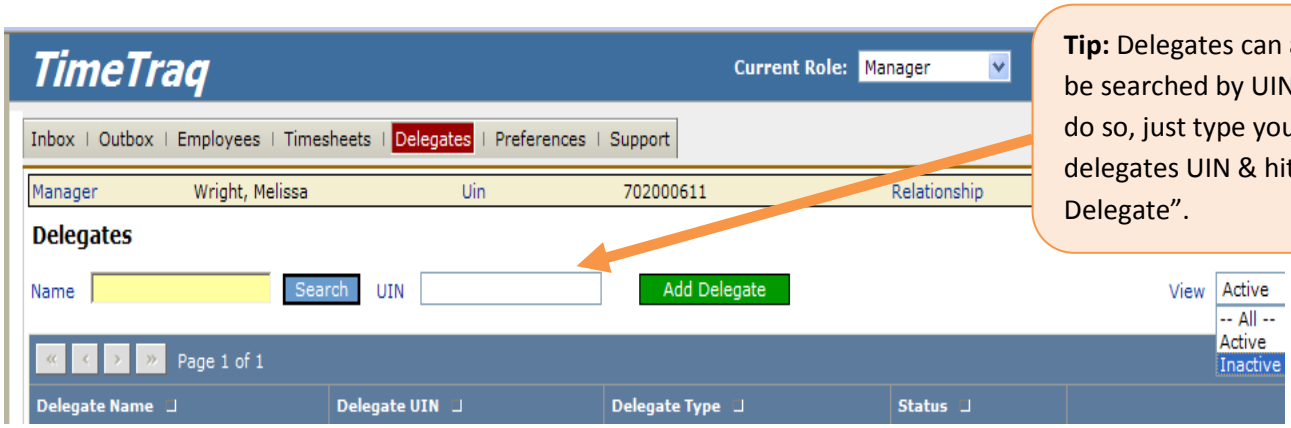
Managers need to have at least one delegate, to approve timesheets in case they are unable to do it themselves.

To add a delegate:

1. Log in to Time Traq as a "Manager".
2. Click on "Delegates" tab.



3. Search by name (last name, first), then click "search".



Tip: Delegates can also be searched by UIN. To do so, just type your delegates UIN & hit "Add Delegate".

4. Click the "S" button to select the delegate from the search results box.

5. Click on "Add Delegate" button to complete the operation.

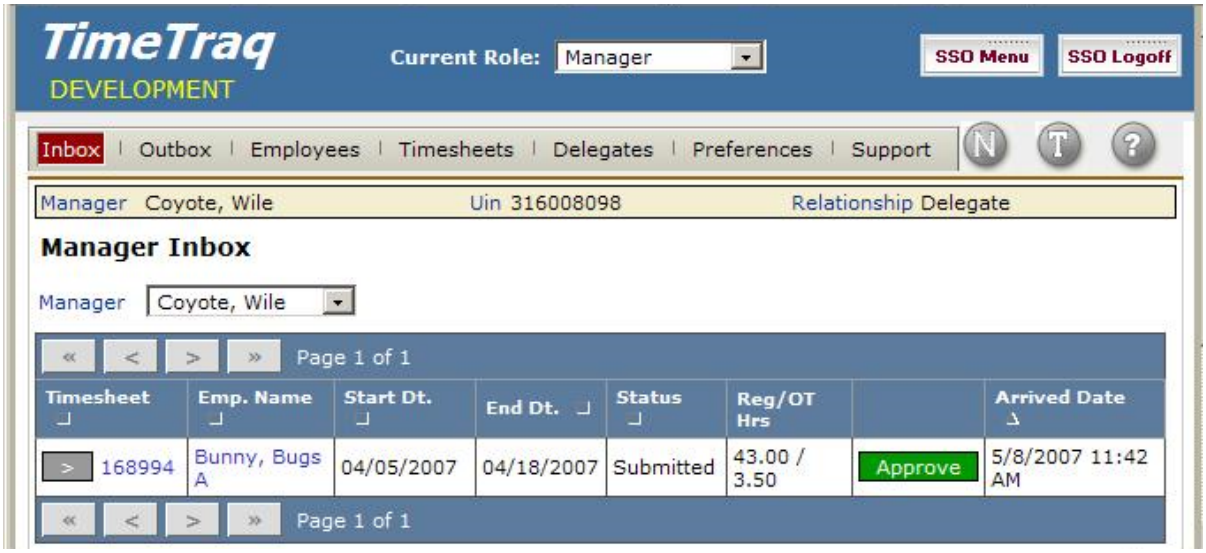
Other Actions:

- If you have a delegate you want to remove, click the Deactivate button and his/her delegate status will be set to Inactive. Similarly, to restore an inactive manager's delegate status, change your view to Inactive, then click Reactivate.

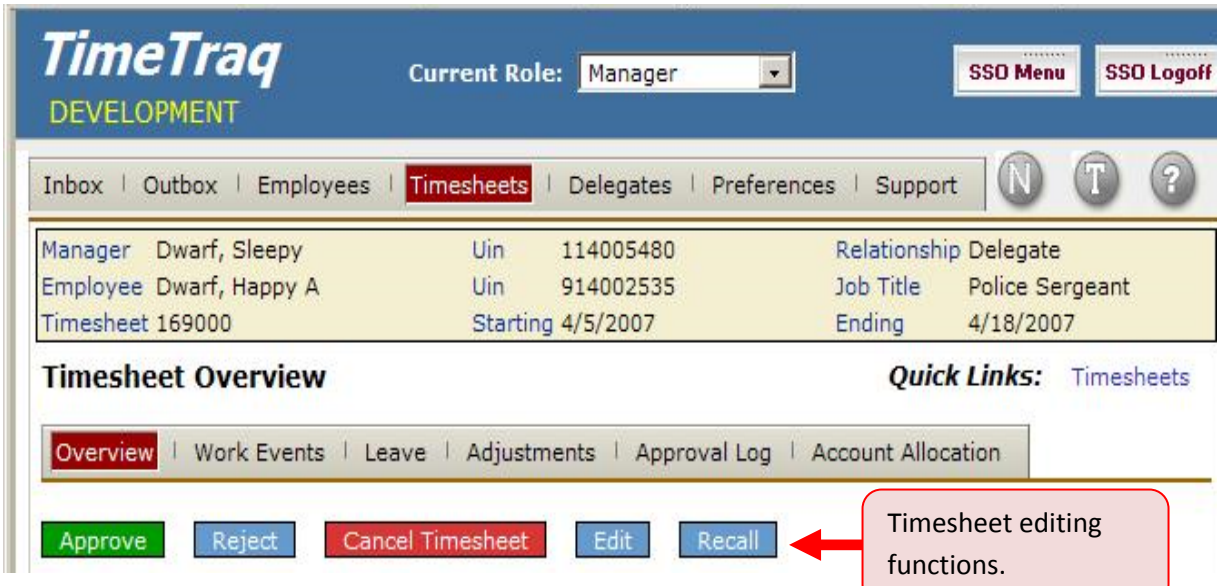
2.2 Reviewing Timesheets

Managers need to make sure that all employees are submitting true and accurate timesheets, therefore reviewing each timesheet is extremely important. Below is a guide for reviewing timesheets through the manager's inbox.

1. Log in to Time Traq as a "Manager".
2. Your inbox should show timesheets that have been submitted by the employees for approval (see picture below-Bugs Bunny submitted his timesheet to his manager, Wile Coyote).


TimeTraq
DEVELOPMENT
Current Role: Manager
SSO Menu
SSO Logoff
Inbox | Outbox | Employees | Timesheets | Delegates | Preferences | Support
Manager Coyote, Wile Uin 316008098 Relationship Delegate
Manager Inbox
Manager Coyote, Wile
Page 1 of 1
Timesheet | Emp. Name | Start Dt. | End Dt. | Status | Reg/OT Hrs | | Arrived Date
168994 | Bunny, Bugs A | 04/05/2007 | 04/18/2007 | Submitted | 43.00 / 3.50 | Approve | 5/8/2007 11:42 AM
Page 1 of 1

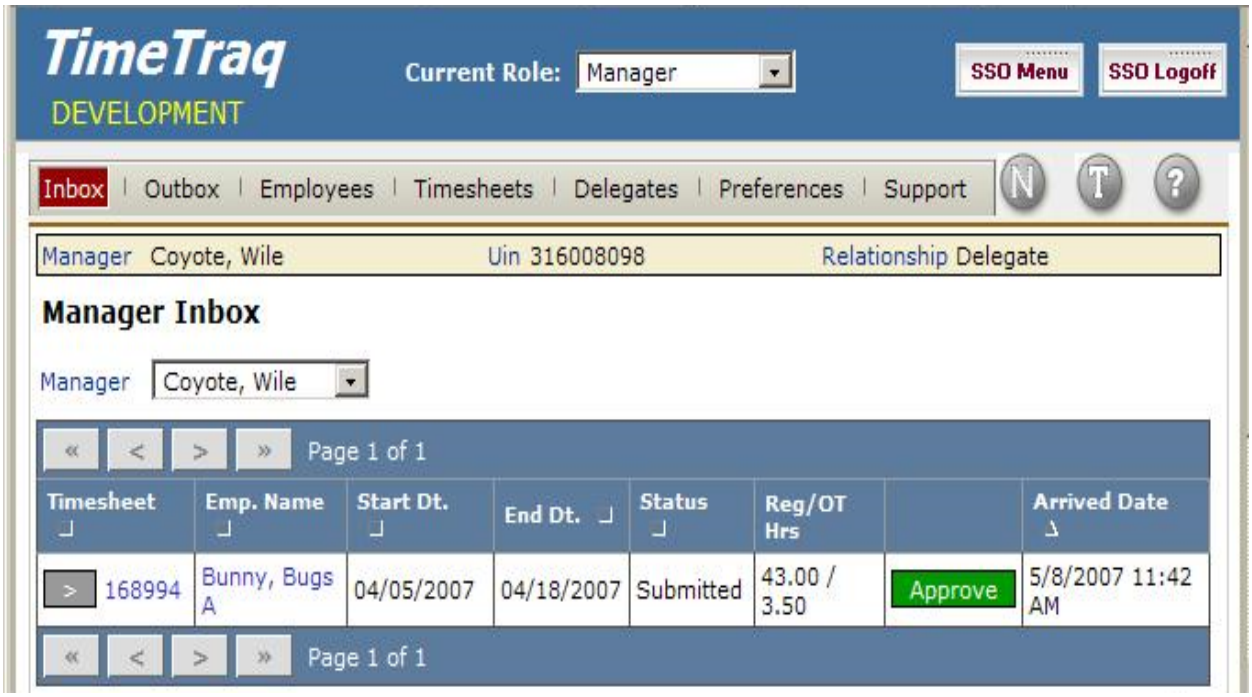
3. To review the employee's timesheet, simply click on the timesheet number or click on the > button. This brings up the Timesheet Overview screen (displayed below) which allows you to perform several editing functions i.e. approve, reject, cancel, edit, or recall the timesheet.


TimeTraq
DEVELOPMENT
Current Role: Manager
SSO Menu
SSO Logoff
Inbox | Outbox | Employees | Timesheets | Delegates | Preferences | Support
Manager Dwarf, Sleepy Uin 114005480 Relationship Delegate
Employee Dwarf, Happy A Uin 914002535 Job Title Police Sergeant
Timesheet 169000 Starting 4/5/2007 Ending 4/18/2007
Timesheet Overview
Quick Links: Timesheets
Overview | Work Events | Leave | Adjustments | Approval Log | Account Allocation
Approve
Reject
Cancel Timesheet
Edit
Recall
Timesheet editing functions.

2.3 Approving Timesheets

1. Log in to Time Traq as a "Manager".

2. Your inbox should show timesheets that have been submitted by the employees for approval (see picture below-Bugs Bunny submitted his timesheet to his manager, Wile Coyote).



3. Click "Approve".

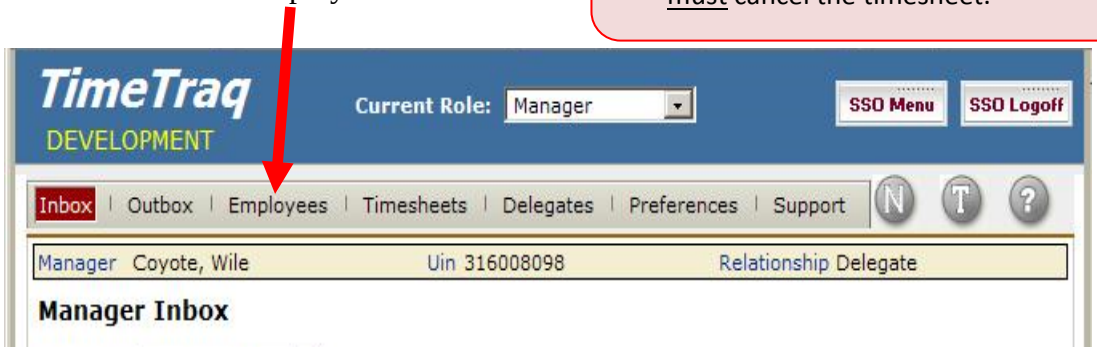
2.4 Submitting timesheet for employee

If an employee has not completed his/her timesheet and cannot be reached, the manager has two options: (1) complete the timesheet for the employee; (2) cancel the timesheet. To submit the employee's timesheet, follow the steps below:

1. Log in to Time Traq as a "Manager".

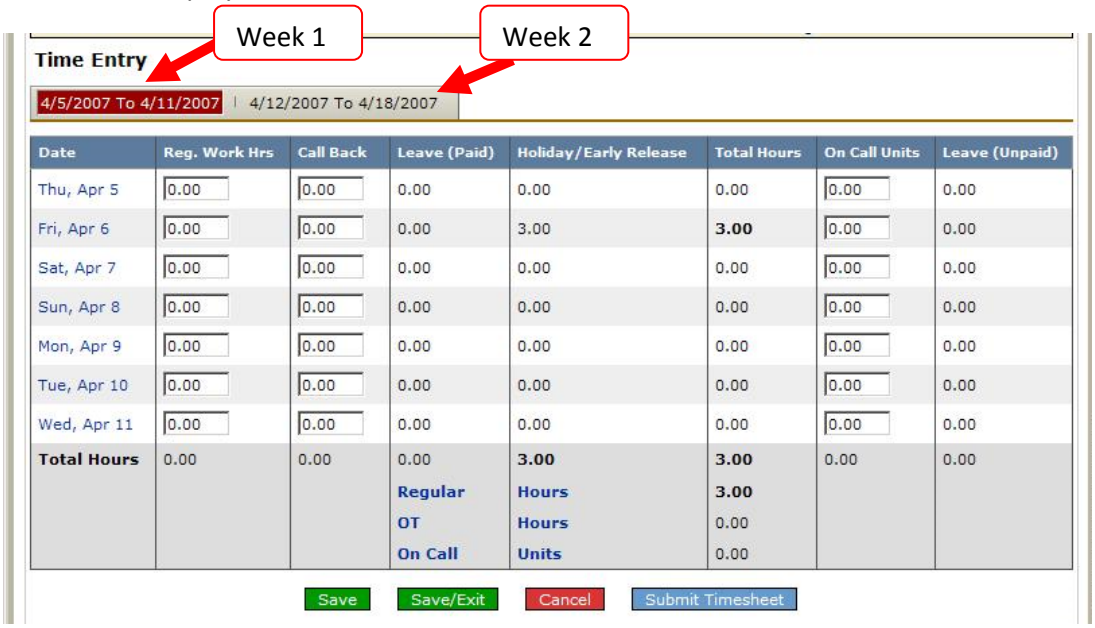
2. Click on the "Employees" tab.

***Note:** If an employee didn't work any hours during that pay period the manager must cancel the timesheet.



3. From your list of employees: Click on the employee's timesheet number.
4. Click on "Edit" button to open the employees' timesheet.

5. Enter employees' time for each week and make sure to save after each week.

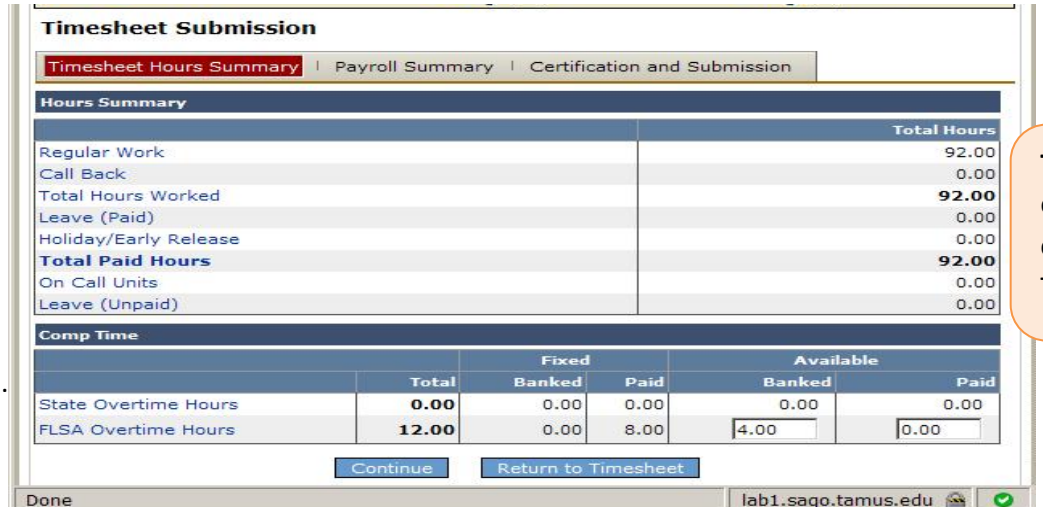


Date	Reg. Work Hrs	Call Back	Leave (Paid)	Holiday/Early Release	Total Hours	On Call Units	Leave (Unpaid)
Thu, Apr 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri, Apr 6	0.00	0.00	0.00	3.00	**3.00**	0.00	0.00
Sat, Apr 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Apr 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Apr 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tue, Apr 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wed, Apr 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	**3.00**	**3.00**	0.00	0.00
			Regular	**Hours**	**3.00**		
			OT	**Hours**	0.00		
			On Call	**Units**	0.00		

6. Click "Submit Timesheet".

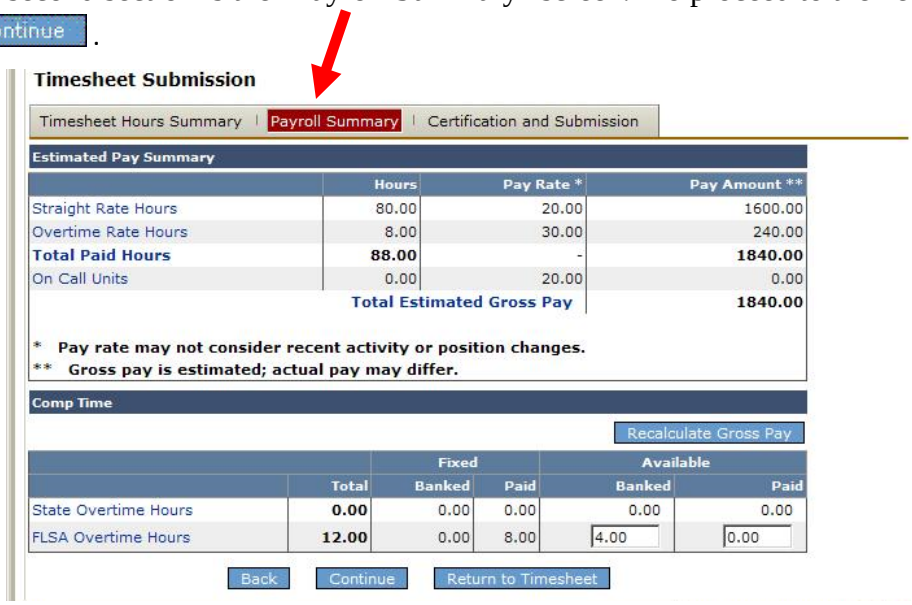
7. In Time Traq, you have to confirm the submission of a timesheet using the Timesheet submission screen, as shown below. To proceed to the next view, click Continue

8.

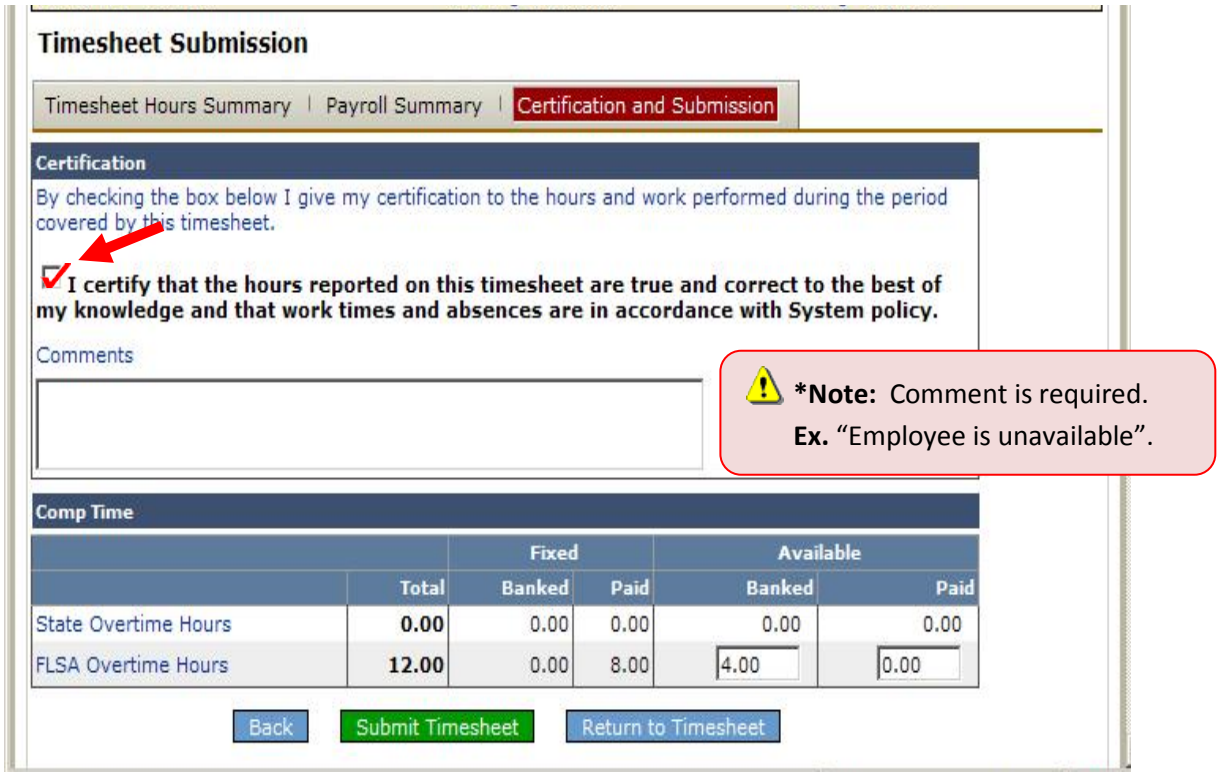


Tip: If you need to edit your timesheet click on "Return to Timesheet".

8. The second section is the "Payroll Summary" screen. To proceed to the next view, click Continue .



9. The third and final section is the "Certification and Submission" screen. Check-off the box that says that you verify that the hours reported are true and correct.


Timesheet Submission
Timesheet Hours Summary | Payroll Summary | Certification and Submission
Certification
By checking the box below I give my certification to the hours and work performed during the period covered by this timesheet.
I certify that the hours reported on this timesheet are true and correct to the best of my knowledge and that work times and absences are in accordance with System policy.
Comments
*Note: Comment is required.
Ex. "Employee is unavailable".
Comp Time
Fixed
Available
Total
Banked
Paid
Banked
Paid
State Overtime Hours 0.00 0.00 0.00 0.00 0.00
FLSA Overtime Hours 12.00 0.00 8.00 4.00 0.00
Back
Submit Timesheet
Return to Timesheet

10. Click on Submit Timesheet button to complete the submission process.

Department Administrator

Responsibilities:

In Time Traq, the department administrator's primary responsibilities include: (1) ensuring that their employees /managers submit or approve timesheets in a timely manner; (2) assigns managers to employees; (3) creates adjustments as needed; and (4) submits adloc to Dept. Approver for approval.

3.1 New Employee Setup

To ensure that all biweekly employees get paid in a timely manner and without any delays, Department Administrators have the responsibility to setup all new employees in Time Traq. The following checklist was created to assist Administrators in that process:

New Employee Biweekly Time Traq Checklist:

1. Complete & Submit New Employee Packet

(*Note: Employment Packets are now available on line on the HR website http://falcon.tamucc.edu/~hrweb/)

2. Create EPA

> ***Note:** Only after EPA's have been through the approval process & item 1 has been completed can you move on to item 3.

3. Activate Employee Pin in Time Traq

> ***Note:** Time Traq automatically activates new positions as they are created in BPP. This is done twice weekly on Tuesday and Thursday. If you have a new employee and cannot wait for the automated process, use the job activation function.

(a) Log on to Time Traq as a Dept. Admin

(b) Click on the Activation Tab at the top of the screen.

(c) Enter the employee's UIN and PIN to create a Time Traq job for the new position.

4. Create Timesheet:

(a) Click on "RP Review" tab

(b) Change Match from "All Timesheets" to "All Jobs".

-Your new employee should now appear on your employee list.

- Click on the "Create" button.

5. Assign a Manager to New Employee

> ***Note:** You must assign a manager otherwise your new employee will not be able to submit his/her timesheet.

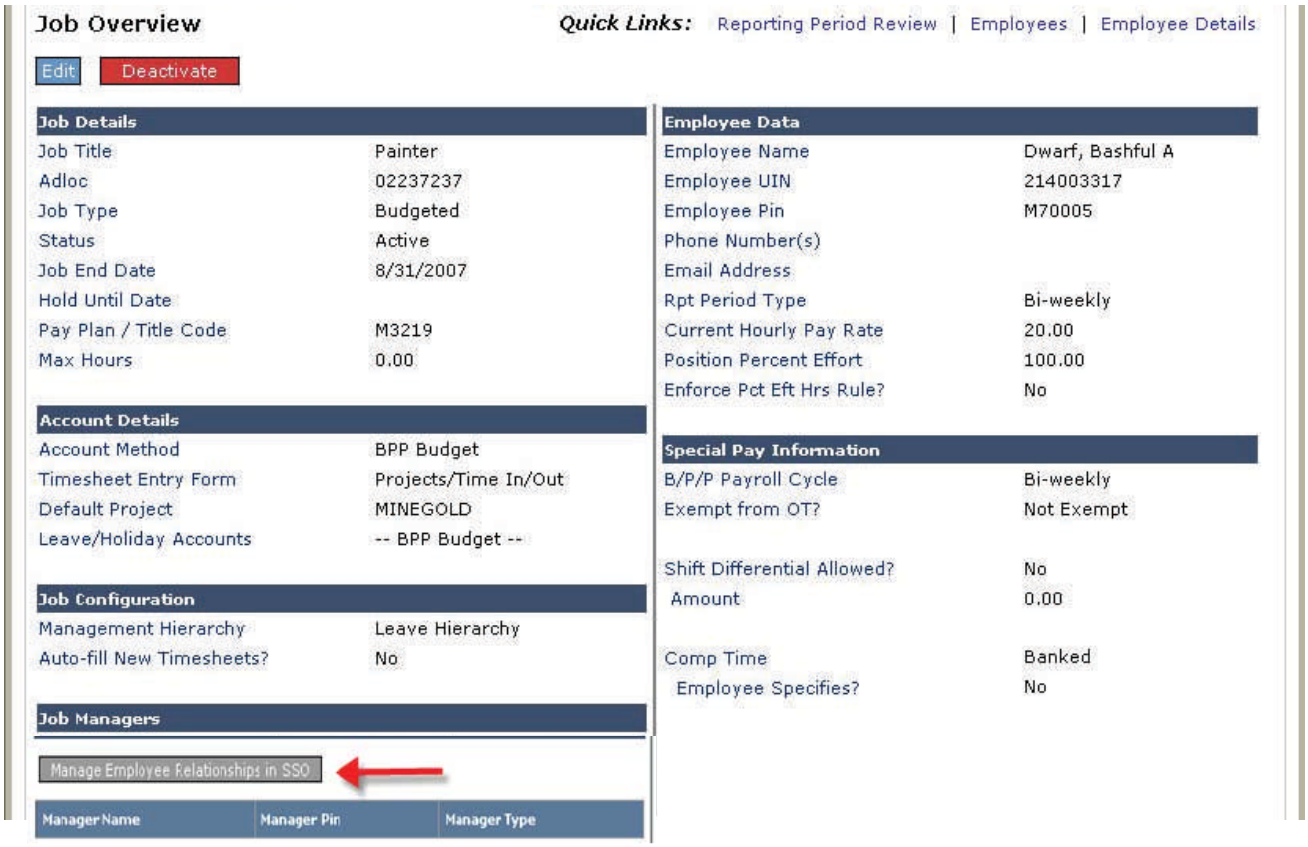
3.2 Setting up managers

One of the major responsibilities for Department Administrators is setting up and updating managers for employees in their adloc (s).

***Note:** This action can only be performed by someone with a Department Admin role and it is done by the department not the Payroll Office.

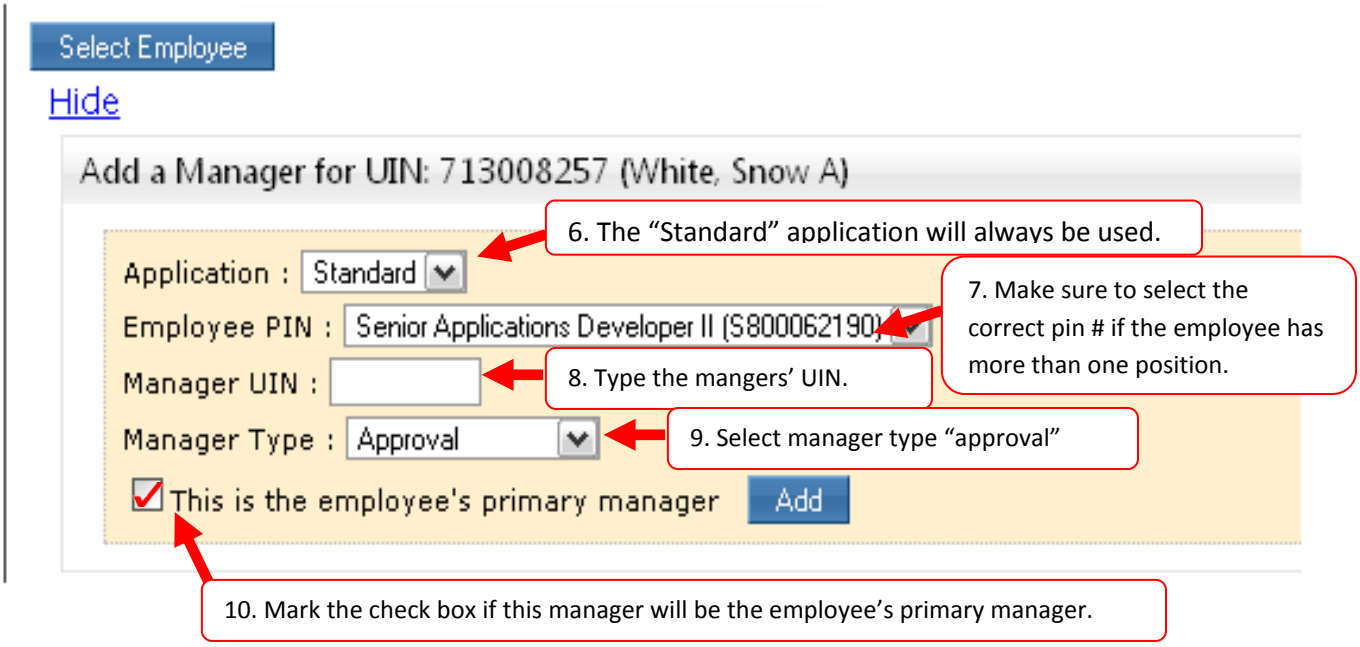
To set up an employee's manager:

1. Log in to Time Traq as a Department Administrator.
2. Click on "RP Review" or "Employees" tab.
3. Click on the employee's name/ job title.
4. From the Job Overview screen (see below), click on the "Manage Employee Relationships in SSO" button located at the bottom of the screen.



5. Click on "Add Manager" link located under the "Select Employee" button.

The following box will appear:


Select Employee
Hide
Add a Manager for UIN: 713008257 (White, Snow A)
6. The "Standard" application will always be used.
Application : Standard
Employee PIN : Senior Applications Developer II (S800062190)
7. Make sure to select the correct pin # if the employee has more than one position.
Manager UIN :
8. Type the mangers' UIN.
Manager Type : Approval
9. Select manager type "approval"
This is the employee's primary manager
Add
10. Mark the check box if this manager will be the employee's primary manager.

11. Click on "Add" button to add manager.
12. Click on Return to TimeTraq button to return to employee's overview screen.

3.3 Creating Adjustments

"Adjustments" (also referred to as "Prior period adjustments") are created in order to pay an employee for hours performed during a prior period (positive adjustment) or to correct an employee's pay (negative adjustment). Timesheet adjustments are easy to create, but it is important that the settings be made correctly as they directly impact the employee's pay.

To create an adjustment:

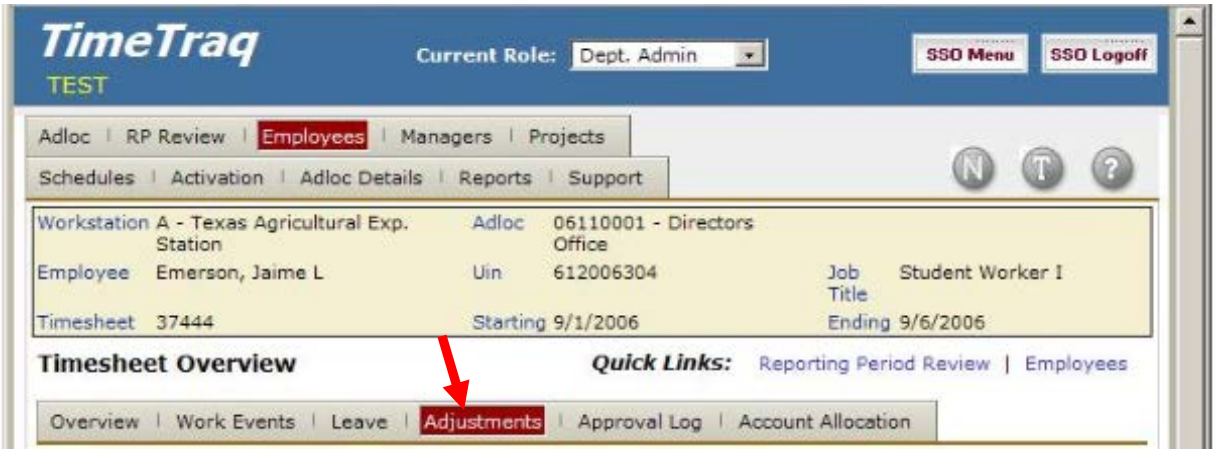
1. Log in to Time Traq as Department Administrators

> ⚠ ***Note:** This action can only be performed by someone with a Department Admin role.

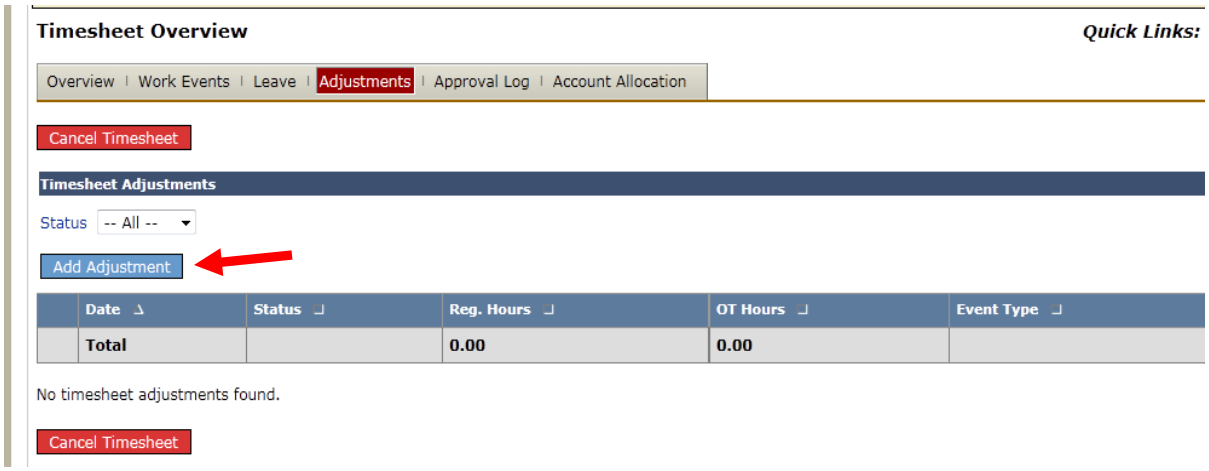
2. Click on the "RPReview" tab.

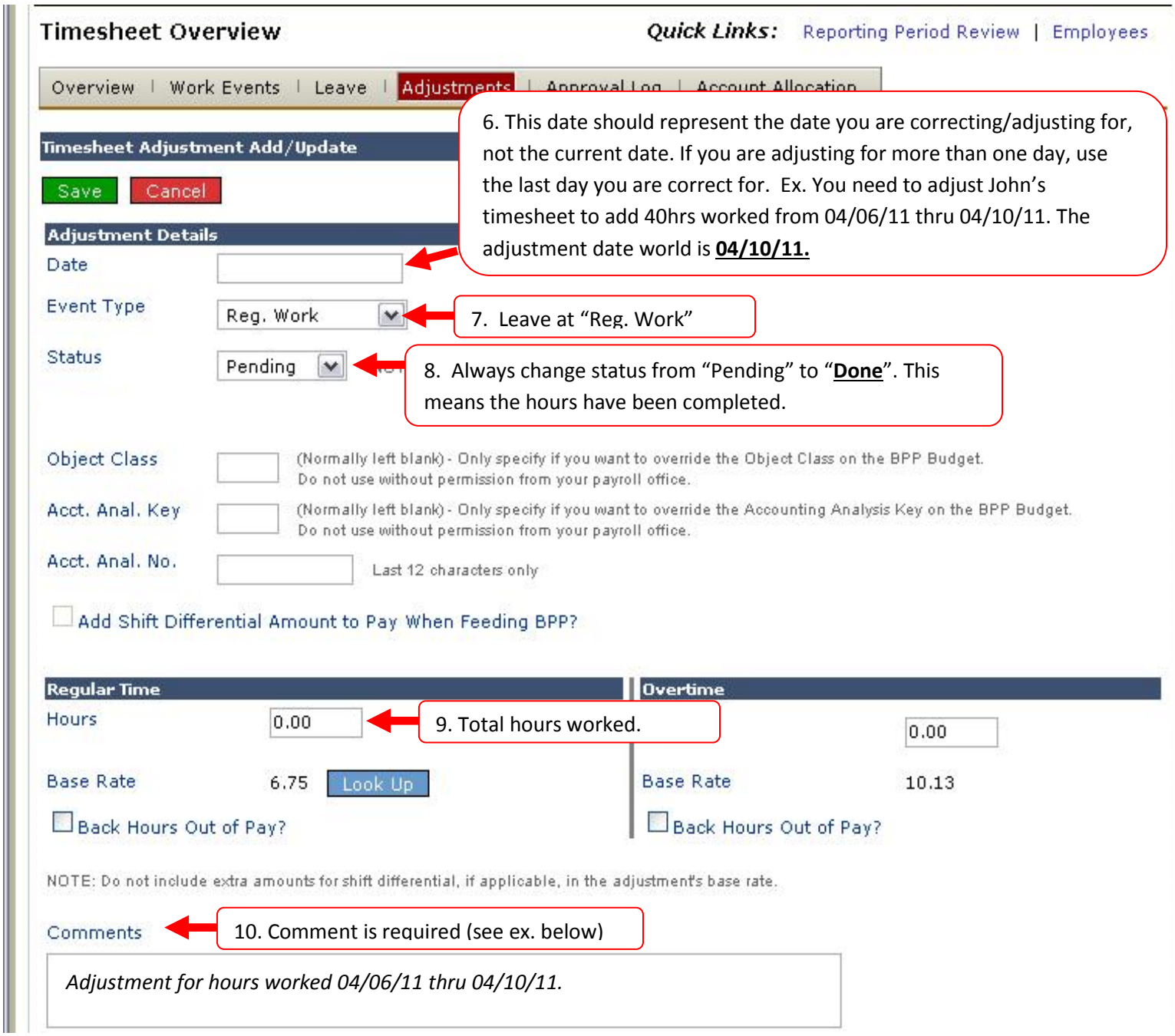
3. Click on the employee's timesheet number located to the left of the employee's name.

4. Click on the "Adjustments" tab


TimeTraq
TEST
Current Role: Dept. Admin
SSO Menu
SSO Logoff
Adloc | RP Review | Employees | Managers | Projects
Schedules | Activation | Adloc Details | Reports | Support
Workstation A - Texas Agricultural Exp. Station
Adloc 06110001 - Directors Office
Employee Emerson, Jaime L
Uin 612006304
Job Title Student Worker I
Timesheet 37444
Starting 9/1/2006
Ending 9/6/2006
Timesheet Overview
Quick Links: Reporting Period Review | Employees
Overview | Work Events | Leave | Adjustments | Approval Log | Account Allocation

5. Click on "Add Adjustment".




Timesheet Overview
Quick Links: Reporting Period Review | Employees
Overview | Work Events | Leave | Adjustments | Approval Log | Account Allocation
Timesheet Adjustment Add/Update
Save
Cancel
Adjustment Details
Date
Event Type
Reg. Work
Status
Pending
Object Class
(Normally left blank) - Only specify if you want to override the Object Class on the BPP Budget. Do not use without permission from your payroll office.
Acct. Anal. Key
(Normally left blank) - Only specify if you want to override the Accounting Analysis Key on the BPP Budget. Do not use without permission from your payroll office.
Acct. Anal. No.
Last 12 characters only
Add Shift Differential Amount to Pay When Feeding BPP?
Regular Time
Hours
0.00
Base Rate
6.75
Look Up
Back Hours Out of Pay?
Overtime
0.00
Base Rate
10.13
Back Hours Out of Pay?
NOTE: Do not include extra amounts for shift differential, if applicable, in the adjustment's base rate.
Comments
Adjustment for hours worked 04/06/11 thru 04/10/11.

6. This date should represent the date you are correcting/adjusting for, not the current date. If you are adjusting for more than one day, use the last day you are correct for. Ex. You need to adjust John's timesheet to add 40hrs worked from 04/06/11 thru 04/10/11. The adjustment date world is **04/10/11.**

7. Leave at "Reg. Work"

8. Always change status from "Pending" to "**Done**". This means the hours have been completed.

9. Total hours worked.

10. Comment is required (see ex. below)

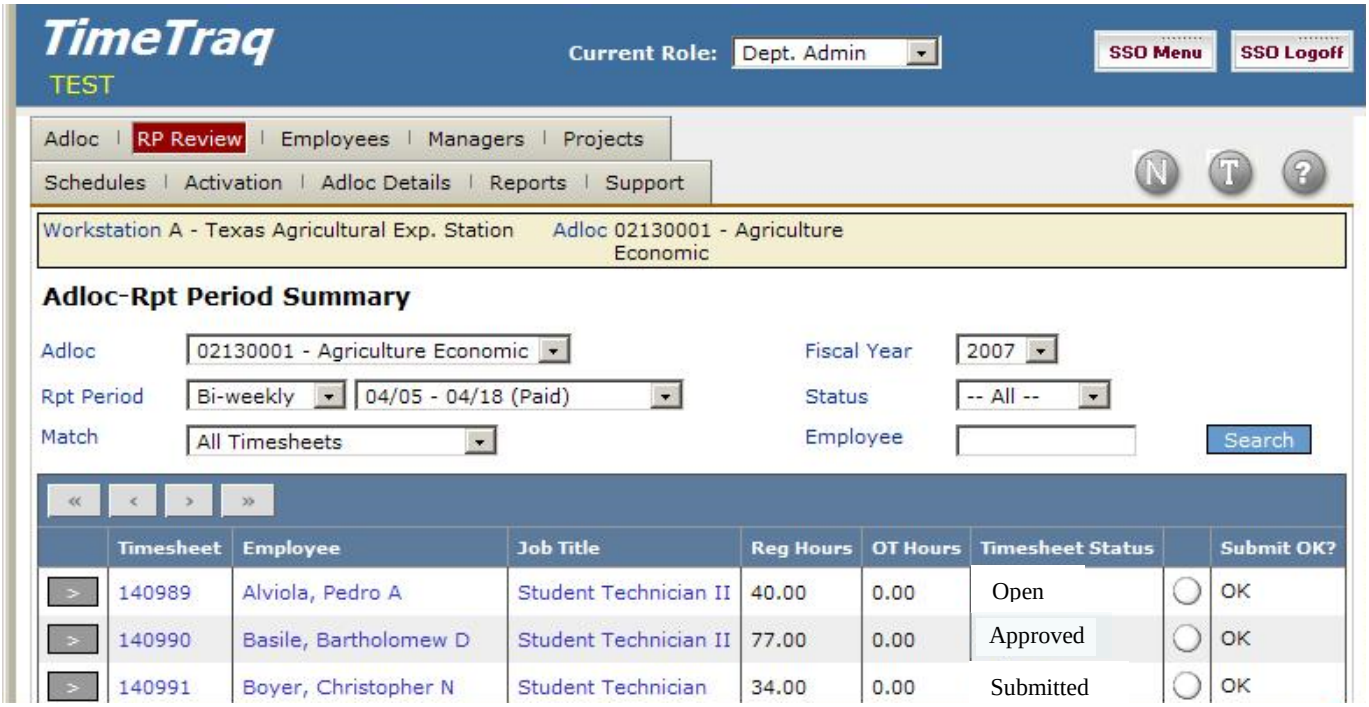
11. Click on "Save" to complete the adjustment.

Other Actions:

- "Negative Adjustments": If you need to create a negative adjustment you can do so by simply checking off the "Back Hours Out" checkbox.

3.4 Reviewing and submitting adloc (s) to Dept. Approver

Department administrators are responsible for ensuring that their employees /managers submit or approve timesheets in a timely manner. The Reporting Period Review (also referred to as "RPReview") screen is used in the process of completing this task.


TimeTraq
TEST
Current Role: Dept. Admin
SSO Menu
SSO Logoff
Adloc | RP Review | Employees | Managers | Projects
Schedules | Activation | Adloc Details | Reports | Support
Workstation A - Texas Agricultural Exp. Station
Adloc 02130001 - Agriculture Economic
Adloc-Rpt Period Summary
Adloc 02130001 - Agriculture Economic
Fiscal Year 2007
Rpt Period Bi-weekly 04/05 - 04/18 (Paid)
Status -- All --
Match All Timesheets
Employee
Search
Timesheet | Employee | Job Title | Reg Hours | OT Hours | Timesheet Status | Submit OK?
140989 | Alviola, Pedro A | Student Technician II | 40.00 | 0.00 | Open | OK
140990 | Basile, Bartholomew D | Student Technician II | 77.00 | 0.00 | Approved | OK
140991 | Boyer, Christopher N | Student Technician | 34.00 | 0.00 | Submitted | OK

Actions for reviewing an employees' timesheet:

- An employee's timesheet can be in any of following four statuses:
  - "**Open**" – Timesheet has been opened by someone (manager, employee, or dept. admin).
  - "**Submitted**" – timesheet has been submitted.
  - "**Canceled**" – timesheet has been canceled. Action is used when an employee has no hours to report for the current pay period.

Note: ***Do not cancel*** timesheets for employees that have adjustments and have no hours to report on the current pay period. When you cancel the timesheet you are also canceling the adjustments on that timesheet. Instead, make to submit the timesheet & add a comment about why are submitting with no

  - "**Approved**" – timesheet has been approved by manager.

When an adloc is in such a state that it can be submitted to payroll (i.e., when all timesheets have either been canceled/approved), the department administrators will notice a Send Message To Department Approver button. Clicking this button will present the user with a screen that allows him or her to prepare and send a message to the adloc's department approver(s). This can be used to notify the department approver that the adloc is ready to be submitted to payroll.

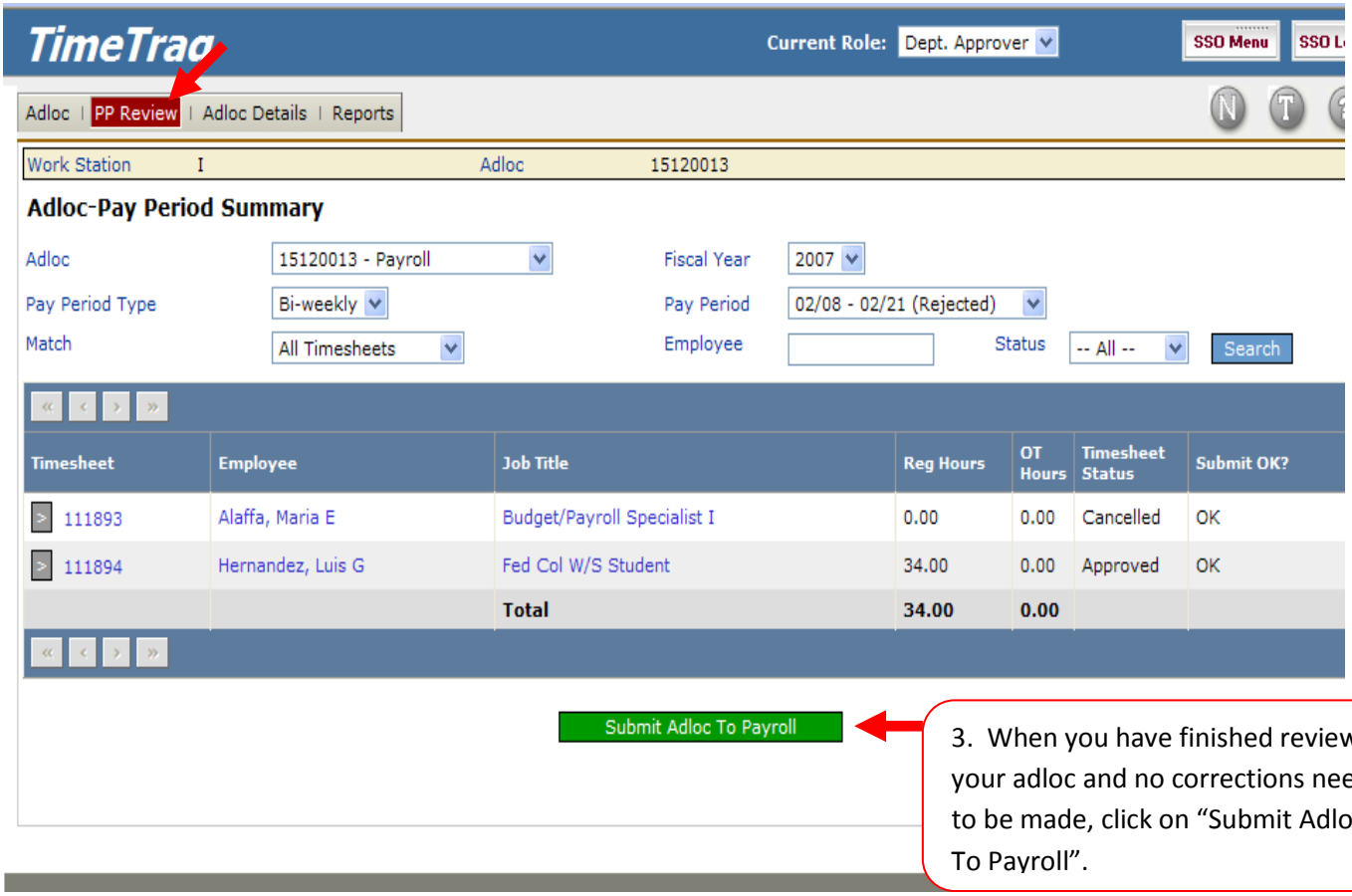
Department Approver

Responsibilities:

The Department approver is quite specialized in that it has only a single responsibility in Time Traq, which is getting his/her adloc (s) submitted to Payroll.

4.1 Approving/Submitting adloc (s) to Payroll

1. Log in as a department approver.
2. Click on "RPReview" tab.



3. When you have finished reviewing your adloc and no corrections need to be made, click on "Submit Adloc To Payroll".

⚠ **Note:** If there is a problem with a particular timesheet, don't submit you adloc, work with the dept. admin and manager to get it resolved. If an error is found after you have submitted your adloc, contact the Biweekly Time Traq contact person in Payroll (Rachel Flores @ 5792).

Biweekly Time Traq Role Setup

Employee Role	• Department EPA creator. Employee is setup automatically after the employees' EPA has been created and approved & employee's HR packet has been processed by HR.
Manager Role	• Managers are assigned to employees by the Department Administrator. The Manager is then responsible for setting up his/her delegate (s).
Dept. Admin Role	• Setup is done in the Payroll Office upon department request . A Time Traq Authorization form is required for setup.
Dept. Approver Role	• Setup is done in the Payroll Office upon department request . A Time Traq Authorization form is required for setup.
Central Admin. Role	• Central Administrator is located in the Payroll Department. No setup is required.